

STATE BOARD FOR CAREER AND TECHNICAL EDUCATION**Minutes of Meeting****May 19, 2008**

Members of the State Board for Career and Technical Education met at 10:00 a.m. on Monday, May 19, 2008, in the Fort Union Room, State Capitol, Bismarck. The meeting was called to order by Mr. Darrel Remington, Chair. The following members were present:

Mr. Jeff Lind, Vice Chair
Mr. Brian Duchscherer, Member
Mr. Robert Geske, Member
Dr. Wayne Sanstead, Member
Ms. Rita Wilhelmi, Member

Wayne Kutzer, Dwight Crabtree, Brenda Schuler, Curt Dahme, Debra Huber, Deanette Piesik, Steve Metzger, Al Graner, Mark Holakup, Nicole Wright, Tony Scheerz, Vicki Neuharth, Garry Freier, Shelia Trottier and Joe Morrissette were also present.

CONSIDERATION OF MARCH 17, 2008 MINUTES – Mr. Geske moved and Ms. Wilhelmi seconded to approve the minutes of the March 17, 2008 meeting as presented. The motion passed unanimously.

FINANCIAL REPORT – Mr. Kutzer distributed and reviewed the Appropriation Status Report and the Administrative Budget and Expenditures Report for months ended March and April, 2008.

Mr. Kutzer reported that the majority of the spending in dues and professional services was used for the LCAP and STARS accountability systems. Overall, the budget is in line with the time elapsed.

Following a brief discussion, Dr. Sanstead moved and Mr. Lind seconded to approve the financial reports as presented. The motion passed unanimously.

DIRECTOR'S REPORT – Mr. Kutzer reviewed information on an Emerging Technology Grant that was approved for the Great Northwest REA. The project will be operational for the 2008-09 school year. With the approval of this grant, there are now 90 schools involved in Emerging Technologies.

Mr. Kutzer provided an update on the Education Commission, reporting that CTE funding is not part of the study; however, at the last meeting, a question was asked if CTE should be on ADM/per pupil payments. This would have a negative impact on CTE and Mr. Kutzer will inform the Education Commission of this. The next meeting is scheduled for June 3 in Fargo.

Mr. Kutzer then distributed information on the Joint Boards Meeting that will be held on Wednesday, June 18 in Fargo. The CTE Board meeting will be held in the morning and the Joint meeting will be held in the afternoon. More detailed information will be mailed to the boards as soon as the agenda is finalized.

Mr. Kutzer reported on staffing changes within the agency. Ann Brekke-Dietzman has been hired as the Assistant Supervisor for Family & Consumer Sciences and Michelle Schoenwald has resigned as the Assistant Supervisor in T&I. Ms. Schoenwald is moving with her family to Watford City. Currently there are two vacant positions: Technology Education Supervisor and T&I Assistant Supervisor.

Mr. Kutzer then reported that the State Auditors have completed their audit and will be conducting an exit interview in the next week. Mr. Kutzer will inform the board of the audit report.

Following discussion, the board thanked Mr. Kutzer for his report.

AUTHORIZATION TO OPERATE PRIVATE POSTSECONDARY EDUCATIONAL INSTITUTIONS - Rasmussen College: Health Information Technician, AAS and Medical Transcription, AAS – Ms. Debra Huber distributed and

reviewed information regarding accreditation standards and stated that the requesting institutions are both accredited by the Higher Learning Commission of the Northwest Association of Colleges and Schools, and have met the State Board's standards and criteria for new program approval.

Ms. Huber then reported that Rasmussen College is requesting two new associate degree programs beginning with the July 2008 term. Ms. Huber reviewed information relating to the two programs and recommended approval of both programs.

Park University: Social Psychology, B.S. Ms. Huber reported that Park University is seeking approval to offer a Bachelor of Science degree program in Social Psychology at the Minot AFB Campus site. The program is being requested in response to a needs assessment. Ms. Huber recommended approval of the program at the Minot AFB Campus site.

Following discussion and based on Ms. Huber's recommendations, Mr. Lind moved and Ms. Wilhelmi seconded to approve the Health Information Technician and Medical Transcription Associate Degree programs at Rasmussen College. The roll call vote was as follows:

Mr. Geske - aye
 Mr. Duchscherer - aye
 Mr. Lind - aye
 Ms. Wilhelmi - aye
 Dr. Sanstead – aye
 Mr. Remington - aye

The motion passed unanimously.

Mr. Lind then moved and Dr. Sanstead seconded to approve the Park University Bachelor of Science Degree program in Social Psychology at the Minot AFB Campus site. The roll call vote was as follows:

Mr. Geske - aye
 Mr. Duchscherer - aye

Mr. Lind - aye
 Ms. Wilhelmi - aye
 Dr. Sanstead – aye
 Mr. Remington - aye

The motion passed unanimously.

APPROVAL OF ELECTRONICS CURRICULUM STANDARDS – Ms. Nicole

Wright, Research and Curriculum Administrator, distributed an overview of the Electronics Curriculum standards and crosswalks, reporting that a committee of secondary and postsecondary instructors followed national standards in putting together the standards. Ms. Wright explained the standards process and reported that the crosswalk is broken out competency by competency.

Discussion was held as to how standards information is provided to schools and how does CTE or the school administrator know if the standards are being used by the instructor. In response, Mr. Kutzer reported that the information has been given during the Professional Development Conference as well as Ms. Wright sending out updates to the CTE administrators listserv. Mr. Scheerz also reported that this is also reviewed during program evaluations.

Following more discussion regarding disseminating information, Mr. Kutzer will provide Ms. Wright's curriculum updates to the administrators' listserv.

Following more discussion and based on Ms. Wright and Mr. Scheerz's recommendation, Mr. Duchscherer moved and Mr. Geske seconded to approve the Electronics Curriculum Standards as presented. The roll call vote was as follows:

Mr. Lind – aye
 Ms. Wilhelmi – aye
 Dr. Sanstead – aye
 Mr. Remington – aye
 Mr. Geske – aye
 Mr. Duchscherer – aye

The motion passed unanimously.

SALARY ADMINISTRATION – Mr. Kutzer provided salary recommendations for the agency staff reporting that the four percent agency salary increases must be based on a matrix, not across the board increases.

Mr. Kutzer then explained that he is recommending that the four percent agency salary increases be based on performance rather than equity since the equity issue was addressed last year. Mr. Kutzer reviewed the performance criteria that was used and distributed the performance appraisal document and process that the agency uses. Mr. Kutzer explained that all staff have the opportunity to serve on the performance appraisal committee and also to provide input throughout the year to improve the system.

Mr. Kutzer then reviewed the proposed performance based salary increase plan, stating that this plan would be considered for all employees on their employment anniversary date. The share amount is recommended at \$18.00, the same amount per share as this past biennium. Employees could earn up to three shares. The increases would become effective the month following the employee's performance evaluation.

Following discussion, Mr. Geske moved and Mr. Lind seconded to approve the salary increases as recommended by Mr. Kutzer. The roll call vote was as follows:

Mr. Geske – aye
Mr. Duchscherer – aye
Mr. Lind - aye
Ms. Wilhelmi – aye
Dr. Sanstead – aye
Mr. Remington - aye

The motion passed unanimously.

The board then discussed Mr. Kutzer's salary increase and complimented Mr. Kutzer for his job performance and in keeping the board informed of activities throughout the year.

Following discussion, Mr. Lind moved and Dr. Sanstead seconded to approve a 4.7%

salary increase for Mr. Kutzer to be in line with what staff are receiving.

Discussion was then held on increasing the salary to five percent to align with the additional shares employees receive.

Mr. Lind moved and Dr. Sanstead seconded to amend the motion to a five percent salary increase for Mr. Kutzer.

The roll call vote to amend the motion was as follows:

Mr. Geske – aye
 Mr. Duchscherer – aye
 Mr. Lind – aye
 Ms. Wilhelmi – aye
 Dr. Sanstead - aye
 Mr. Remington – aye

The motion passed unanimously.

The roll call vote to provide a five percent salary increase to Mr. Kutzer was as follows:

Mr. Geske – aye
 Mr. Duchscherer – aye
 Mr. Lind – aye
 Ms. Wilhelmi – aye
 Dr. Sanstead - aye
 Mr. Remington – aye

The motion passed unanimously.

PROPOSED 2008-2009 STATE AND FEDERAL FUNDING – Mr. Kutzer reviewed the 2008-09 proposed state funding, Carl Perkins funding, and new and expanded program requests handout. One additional school was added to the expanded program requests: Business and Office in Stanley in the amount of \$4,473.

Mr. Kutzer explained that any program that was expanded by two or more periods a day are included in the expanded program requests.

Mr. Kutzer then distributed and briefly reviewed the four year administrative budget comparison.

Following discussion, Mr. Kutzer reported that, as in the past, more accurate figures will be provided after revised budgets are submitted in October.

Following discussion, Mr. Geske moved and Mr. Duchscherer seconded to approve the 2008-09 state and federal funding, including the new and expanded program requests as presented and recommended by Mr. Kutzer. The roll call vote was as follows:

Mr. Lind – aye
 Ms. Wilhelmi – aye
 Dr. Sanstead – aye
 Mr. Remington – aye
 Mr. Geske – aye
 Mr. Duchscherer – aye

The motion passed unanimously.

WORKFORCE TRAINING REGIONS – Ms. Deanette Piesik, NW Workforce Training Director, reported on the Workforce Training System stating that Workforce Training plays a vital role in training and retraining workers. Ms. Piesik then reviewed the budget increase request of \$305,000. The request is the cost to continue to offer the current services provided and will cover operating expenses only.

Discussion was held on the types of training provided throughout North Dakota and the various businesses and industries that have participated.

The board then thanked Ms. Piesik for her presentation.

ADULT FARM MANAGEMENT – Mr. Steve Metzger, Adult Farm Management instructor, distributed and briefly reviewed the 2007 State Average Annual Report and a brochure that highlights Farm & Ranch Business Management Education programs.

Mr. Metzger then distributed and reviewed a report on the rationale and proposal for the continuation and growth of Farm Business Management Education in North Dakota, requesting

that the board consider five priorities: (1) request \$206,000 to bring programs to a level of 64% reimbursement; (2) annually allow for a cost of living increase to maintain state funding at 64%; (3) include purchased materials used in marketing education as a reimbursable education supply item for all Farm Business Management Programs; (4) continue to investigate and potentially place FBM programs within the higher education/two year college campuses or area career and technology centers; and (5) establish a statewide coordinator position for Farm Business Management and Marketing Clubs.

Following a brief discussion, the board thanked Mr. Metzger for his presentation.

2009-2011 BIENNIUM BUDGET CONSIDERATIONS – Mr. Kutzer reviewed the 2009-11 Biennium Budget considerations and discussed legislative issues. One Carl Perkins requirement is end of program technical assessments for concentrators in a program.

The nine budget considerations consisting of: (1) end of program technical assessments - \$300,000; (2) increase funding to CTE programs statewide - \$2,500,000; (3) adult farm management - \$250,000; (4) emerging technology - \$200,000; (5) cost to continue three newly established virtual area centers - \$800,000; (6) career planning/development - \$1,600,000; (7) two new virtual area centers - \$1,200,000; (8) staff equity salary increase - \$100,000; and (9) workforce training system - \$305,000 need to be prioritized at the June meeting in order for the budget information to be submitted to the Office of Management and Budget by the due date of July 15.

Mr. Kutzer distributed and reviewed the CTE Virtual Centers budget comparisons and the budget impact of recommendations on future bienniums.

Mr. Kutzer then distributed and reviewed Career Resource Network information and explained the responsibilities of the career resource coordinators.

Discussion was held on career resource coordinators (CRCs), including: demographics of

students and the ability to serve those students with distance issues; work to articulate current CRCs and new CRCs and area centers with career counselors; need to look at entire, broad spectrum so that duplication doesn't occur or that an important process doesn't get eliminated; qualifications of CRCs and who would provide training to them since school counselors are already overloaded with many other responsibilities.

Discussion was also held on the issue that there are many schools who have counselors who do career counseling responsibilities but aren't reimbursed because the counselors don't have the career development certification. Mr. Lind requested that information be provided as to the number of schools and counselors this affects and the cost to provide reimbursement to those schools. Mr. Kutzer will also provide information on counselor responsibilities.

Discussion was also held on keeping CRCs within career and technical education rather than REAs so that there is accountability.

Discussion was also held on the grant process and how to tie the two concepts of career advisors and career counselors into one system. It was discussed that one is needed with the other.

Discussion was held on looking at why there are different funding levels for different programs and the possibility of changing the funding formula since it appears that the funding levels currently aren't equitable. It was discussed that there is a need for creative funding and that they should look at alternative funding formulas so that the board has a plan in place rather than having the legislature make the decisions for them. Mr. Dahme was requested to provide a budget of schools and the levels of funding to see the impact of making changes.

Following more discussion, Mr. Kutzer reported that the budget considerations will need to be finalized at the June meeting and encouraged the board members to provide him with any other suggestions or comments so that he can provide recommendations to them at the June

meeting.

CAREER AND TECHNICAL STUDENT ORGANIZATION CONFERENCES –

Board members were invited to attend the FFA Convention and the CTSO Leadership Training that will be held in June.

FUTURE MEETINGS - The June CTE board meeting is scheduled for Wednesday morning, June 18, 2008, at NDSU, Meadowlark Room, Memorial Union, Fargo.

The Joint Boards meeting will be held on Wednesday afternoon in the Plains Room, Memorial Hall, Fargo.

There will be no July or August meeting.

The Professional Development Conference will be held August 4-6 in Bismarck. All board members are invited to attend the conference.

The September CTE board meeting is scheduled for Monday, September 22, in Bismarck.

The Joint Boards meeting will be held on Tuesday, September 23, in Bismarck.

The October CTE board meeting is scheduled for Monday, October 20, in Bismarck.

The meeting adjourned at 2:20 p.m.

Respectfully submitted,

Mr. Darrel Remington
Chairperson